

**PITTSBURG STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION**

SPRING 2022 ALLOCATIONS HANDBOOK

REVISED JANUARY 24TH, 2022

TABLE OF CONTENTS

| | |
|---|----|
| IMPORTANT DATES FOR ALLOCATIONS..... | 3 |
| DEFINING ALLOCATIONS..... | 4 |
| ORGANIZATION ELIGIBILITY..... | 4 |
| ACTIVITY ELIGIBILITY FOR CLAIMS..... | 5 |
| APPLYING FOR ALLOCATIONS..... | 6 |
| UNDERSTANDING THE ALGORITHM..... | 7 |
| COMMUNICATION THROUGHOUT THE PROCESS..... | 7 |
| ORGANIZATION ACCOUNT REIMBURSEMENT..... | 7 |
| RESTRICTIONS ON ALLOCATIONS..... | 8 |
| APPEALS ON DECISIONS..... | 8 |
| GENERAL ALLOCATIONS POLICIES..... | 9 |
| PROCESS CHECKLIST..... | 10 |

IMPORTANT DATES FOR ALLOCATIONS

This Allocation cycle is accepting **receipts from September 25th, 2021 to February 4th, 2022**. Any receipt from a date that falls outside this range will not be considered for Spring 2022 Allocations.

FRIDAY, FEBRUARY 4TH, 2022, at 11:59 PM, BOTH THE APPENDIX AND QUIZ ARE DUE

You must have turned in an Appendix AND taken the Allocations Quiz prior to submitting your digital presentation. Without having completed this process, you will NOT be able to participate in this semester's Allocations Process. THIS FORM CAN BE FOUND IN GORILLA ENGAGE.

In order to ensure that everyone participating in the Allocations Process has familiarized themselves with the basic information regarding allocations, a representative from each organization must take AND pass with an 80% or above.

WEDNESDAY, FEBRUARY 9TH, 2022, at 11:59 PM, ALLOCATIONS DIGITAL PRESENTATIONS MUST BE SUBMITTED

Prior to this date, Chief of Operations, Sydney Martinez will have contacted each organization that has submitted an Appendix AND has passed the Allocations quiz by email to explain the digital presentation. Your digital presentation, along with all receipts must be submitted to sga_ops@pittstate.edu by 11:59 PM.

THURSDAY, FEBRUARY 10TH, 2022 - MONDAY, FEBRUARY 14TH, 2022 FINANCE COMMITTEE WILL REVIEW DIGITAL PRESENTATIONS

WEDNESDAY, FEBRUARY 16TH, 2022, FIRST READING OF ALLOCATIONS AND WEDNESDAY, FEBRUARY 23RD, 2022, FINAL READING OF ALLOCATIONS

YOU DO NOT NEED TO BE PRESENT FOR THESE SGA SENATE MEETINGS.

THURSDAY, FEBRUARY 24TH, 2022 ALL ALLOCATION AMOUNTS WILL BE RELEASED

Amounts will be sent via email to organization presidents and treasurers. A form to submit appeals for any decided amount will also open on Gorilla Engage.

**Please contact Sydney Martinez, SGA Chief of Operations, with any questions
by phone at (417) 540-7229 or by email sga_ops@pittstate.edu**

Defining Allocations

Allocations is a distribution of student fees that is provided to registered Pittsburg State University organizations to assist them in carrying out activities that will benefit the members of their organization and the student body as a whole. Allocations are **not** intended to provide the operating income for PSU organizations and additionally **are not guaranteed for all expenses**.

The funds that are allocated by the Student Senate come from a small portion of each PSU student's activity fee. **Allocations are distributed in a way that the Finance Committee believes will be most beneficial to all PSU students.** This year, approximately, \$60,000 is available to be disbursed to student organizations. This amount was approved by the Fiscal Year 2022 Fee Council, which met during the Spring 2021 semester and is to be distributed over two Allocations periods.

Allocations are administered by the PSU Student Senate upon recommendation by the SGA Finance Committee. Each academic semester, the Student Government Association (SGA) Chief of Operations selects a committee comprised of nine (9) PSU students to serve as voting members of the Finance Committee and oversees the Allocations process; the Chief of Operations serves as the chairperson. This committee is responsible for interviewing applicants, setting policies and procedures, and making recommendations to the Student Senate. The Allocations budget must then be approved by the PSU Student Senate after two (2) consecutive readings.

Please note:

1. The Finance Committee only makes recommendations for Allocations amounts. The Student Senate of the PSU SGA has the final say on allocated amounts.
2. If all Allocations available in one period are not allocated, the undistributed amount will be added to the next Allocation period for distribution at that time.

Organization Eligibility

All **registered** Pittsburg State University student organizations (RSOs) are eligible to apply for Allocations. Registration **will be verified** through the records kept in the Campus Activities office, through the Gorilla Engage portal. Only organizations at PSU which are open for anyone to join are eligible, in compliance with K.S.A. 60-5312. It is important to note that not all activities or events are eligible to be funded by the Student Senate. If questions exist as to your organization's eligibility to receive Allocations for a particular activity, please consult the SGA Chief of Operations as soon as possible for advisement and clarification. Depending on the portion of operational funds made available to the organization through student fee dollars and/or University funding, SGA reserves the right to reduce or deny allocations.

Organizations must be registered to apply for Allocations. To register your organization, please contact the Campus Activities Center located on the main level of the Overman Student Center or log onto Gorilla Engage. If an organization wishes to be eligible to receive Allocations, they must be registered PRIOR TO the Allocations Appendix due date.

Each organization must also have its own on-campus account with the University Business Office, **prior to the filing of an Appendix**. On-campus accounts must be independent (organizations cannot share an account). Each organization must supply a separate account number, and no organization may have their funds deposited into a departmental account. Account information will be verified through the Business Office prior to the awarding of Allocations funding. For more information about establishing an on-campus account, please contact the Business Office at (620) 235-4150 and ask to speak to Justin Edge.

Activity Eligibility for Allocations Claims

Electronics –

1. Electronics are defined as any electrical equipment from computers, to cameras, to sound equipment, etc.
2. Electronics may only be purchased if the requesting organization can show a need for the item.
3. Any requests for electronics or audio/visual media will be handled on a case-by-case basis. Please take this into consideration before making your request.

Events-

1. All events reimbursed by the Student Senate must be open to the student body at **NO COST**.
2. No event will be reimbursed if it conflicts with an all-campus activity (i.e., Homecoming or Apple Day). The Finance Committee reserves the right to define what constitutes an All-Campus Activity.
3. All events must be publicized in one form or another such as flyers, emails, posters, social media, Gorilla Engage, or other forms of advertisement. Each organization receiving Allocations for an event must turn in proof of advertisement to the SGA Chief of Operations. Failure to advertise will result in the organization being dropped from the process.
4. Performers/Speakers and their ability to be reimbursed will be evaluated on a case-by-case basis. Please contact Chief of Operations Martinez for further information on seeking reimbursement for a performer/speaker.

Travel –

1. Travel requests will be based upon the most current State of Kansas Department of Administration Employee Travel Expense Reimbursement. This year it is 56 cents per mile for a privately-owned automobile. The Travel Guidelines change bi-annually, and this Handbook will follow these rates as they change. Upon writing, these are the most current rates.
2. Meals will only be reimbursed when staying overnight. They will be reimbursed at face value up to the state rate totaling no more than \$1,000.00.
3. Individuals not enrolled at PSU as a full-time student are ineligible for travel reimbursement.
4. PSU faculty and staff will not be eligible for travel reimbursement.
5. **It is important that you read ALL travel guidelines set forth by the State of Kansas. If you have questions as to the relevancy and application of such guidelines, please consult the SGA Chief of Operations as soon as possible. Failure to apply these guidelines may result in an inability to claim your Allocations.**

Lodging –

1. Lodging requests will be based upon the rates as indicated by the State of Kansas. If the actual lodging expenses are less than the amounts indicated by the official chart, groups will be reimbursed the actual lodging amount rather than the standard rate.
2. **It is important that you read all lodging guidelines set forth by the State of Kansas. If you have questions as to the relevancy and application of such guidelines, consult the SGA Chief of Operations as soon as possible. Failure to comply with these guidelines may result in an**

inability to claim your Allocations. When available, lodging should be made at conference rates.

Questions regarding travel and lodging should be directed to the PSU Business Office – (620) 235-4150.

For travel information, visit the Business Office's webpage at:

<https://www.pittstate.edu/office/business-office/travel.html>

Registration –

1. Registration fees paid for admittance, attendance, or participation in seminars, conferences, or other meetings **are eligible** for reimbursement. This may include registration for online events, webinars, etc., if applicable.
2. Individuals not enrolled at PSU as a full-time student are ineligible for reimbursement on registration.
3. The registration fees for faculty and staff of an organization will not be eligible for reimbursement.

Applying for Allocations

An organization representative MUST take the Allocations Informational Quiz and submit a presentation to the Finance Committee (refer to page 1). Be sure to plan ahead!

Allocations Information and Quiz –

1. Each organization that is requesting funding through Allocations must have an organization representative take the Allocations Informational Quiz within Gorilla Engage with a score of **at least 80%**. Completion will be mandatory to be eligible for consideration of receiving Allocations. A FAQ (Frequently Asked Questions) section, along with this handbook will assist the individual in successfully taking the Allocations quiz. **Even if your organization has been through the Allocations Process before, you are still required to take the quiz.**
2. An organization representative shall be responsible for completing all necessary paperwork and forms. **If your organization is new to the Allocations Process or would like more information about the process, contact Chief of Operations Sydney Martinez via email at sga_ops@pittstate.edu.**
3. The Organization Information Sheet (Appendix) must be turned in to the SGA Chief of Operations via Gorilla Engage, and will only be accessible by the organization's President, Vice President, and Treasurer.
4. By taking the Allocations Information Quiz, the organization representative agrees to the terms of the Allocations Handbook as approved by the SGA Student Senate. The organization's representative participating in Allocations is responsible to communicate all relevant information to your organization.

Finance Committee Presentations –

1. Each organization will be required to **submit a digital presentation via email** to be considered for Allocations.
2. Following the submission of the Appendix and Allocations Information Quiz, the SGA Chief of Operations will contact your organization confirming their eligibility to submit a digital presentation. **PLEASE** make sure at least one representative from your organization is available

to complete the required digital presentation - it is not mandatory that the treasurer be the organization representative, although this is recommended.

Any organization that does not submit their digital presentation to the Finance Committee by Wednesday, February 9th, 2022, will not be eligible for Allocations.

**** If your organization does not submit an Appendix and quiz by Friday, February 4th, 2022, your organization will no longer be eligible for Allocations, nor will you be able to submit your digital presentation. ****

Understanding the Allocations Algorithm

Allocation amounts are figured by the Finance Committee based upon several factors. The Finance Committee Presentation consists of a score that is based on a 100-point scale. This number is part of an algorithm that includes the amount requested by the organization, the Finance Committee Presentation score, the number of organizations requesting Allocations, and the total amount to be allocated.

For Spring 2022 Allocations, there is not a limit on the amount a group may request, however, no group will receive more than \$1,000.

Communication throughout the Allocations Process

The organization may at any time contact the Student Government Association Chief of Operations, Sydney Martinez, to inquire about the status of their organization, including how much money has been requested, and the date by which the funds will be processed into their on-campus business accounts. It will be the responsibility of the organization to keep up to date on this information and to communicate any questions or concerns to the Chief of Operations.

Organization Account Reimbursement

Allocations is strictly a reimbursement process. **SGA does not give organizations money without proof of purchase and receipts.** An organization is reimbursed the money that it has spent during that Allocations period through submission of the proper paperwork and receipts to the SGA Chief of Operations. The proper paperwork will be available online via SGA's Gorilla Engage page under the Allocations folder, which is located under Documents (*click View All Documents from the main page to see the folder*). Submit all forms and receipts electronically to the SGA Chief of Operations. Once all paperwork and appropriate receipts are submitted, and once the Student Senate has approved the final amounts, a transfer of funds between on campus accounts will be initiated.

Once the transfer is processed, the allocated amount will be paid into the organization's account provided on the Organization Information Sheet (Appendix). If an organization wishes to reimburse individuals within the organization using their SGA funding, it is the responsibility of the organization to work through that process. The Association will **not** reimburse individuals on any occasion. Contact the University Business Office with any questions.

Restrictions on Allocations

Restrictions are as follows:

1. Reimbursements will be made to the registered on-campus organizations ONLY.
 - a. Organizations that are created for the sole purpose of funding a class project (ex: senior projects) will not be funded through Allocations.
2. Organizations cannot request Allocations for any fundraiser, charitable donation, or philanthropy event.
3. Two (or more) organizations CANNOT apply to be funded for the same activity or activities, including travel. Generally, the first organization to request funding for an activity will receive said funding. Special exceptions such as conferences will be assessed on a case-by-case basis by the Chief of Operations and Finance Committee. Please consult the SGA Chief of Operations with any questions.
 - a. If there is suspicion that two parties are attempting to play the system to receive more funding, they may be subject to penalties or disqualification
4. Organizations cannot request reimbursements for payments of dues or membership made to parent organizations (ie., national or regional branch of the organization). Depending on the organization that is paid, SGA reserves the right to deny allocations.
5. By participating in the Allocations process, organizations subject themselves to agreement to any stipulations set forth by the Student Senate on the spending of the allocated funds. Stipulations shall be set forth in the Allocations resolution that is approved by Senate containing the finalized amounts.

Funding reimbursements for events must follow the guidelines set forth in this handbook. Failure to follow the guidelines may result in disqualification. The SGA Chief of Operations shall have the power to withhold payment of Allocations if funding is not for an approved item or if an organization violates any of the policies and procedures contained herein.

Appeals on Allocations Decisions

If the SGA Chief of Operations denies Allocation funding to an organization, the organization then has the right to appeal the decision. The appeals process is outlined below.

Appeal Process –

1. The organization must communicate with the SGA Chief of Operations, within five (5) days of notification that their request has been denied, that there is going to be an appeal.
2. The organization will then be required to fill out an Allocation Appeal form, available through the SGA Gorilla Engage page. This form should include the amount that the organization is appealing for, and the reason for which the organization was denied an Allocation.
3. The SGA Chief of Operations will then have an informational meeting with the appealing organization president and advisor.
4. The appeal will be presented to Senate for a vote. This decision will constitute the highest available appeal ruling. Members of the organization may be requested to present to Senate.
5. If a Senator is deemed to have a bias towards an organization or is involved in the organization that is appealing, the Senator shall recuse themselves from any vote pertaining to said organization.
6. In the case of a tie vote of the Senate, the Student Government Association Vice President shall cast the tiebreaking vote.

****PLEASE NOTE: Proper communication with the SGA Chief of Operations and adherence to the dates and deadlines should prevent the need for an appeal. ****

General Allocations Policies

The attendance of an organization to a Finance Committee Interview shall constitute a promise by the organization that one or more of its members, and the organization's advisor have read and fully understands the information contained within the Allocations Handbook and Appendices.

Receipt Turn-In

1. All receipts **MUST** be sent online to the SGA Chief of Operations email. **ALL RECEIPTS MUST BE TURNED IN AT ONE TIME.** This means that one representative from the organization shall turn in receipts via email and they must be turned in at one time. If there is any question as to receipt of submission by an organization, you may inquire about what has been received by emailing sga_ops@pittstate.edu.
2. For this allocation cycle receipts from September 25th, 2021 to February 4th, 2022, will be accepted. Dates that fall outside of this timeline are not eligible for the Spring 2022 Allocations cycle.

Documentation Requirements

1. Any events falling on or after the last day or receipt acceptance in each stated timeline shall not be accepted toward said semester but is viable for the following Allocations cycle. **NO EXCEPTIONS TO THIS RULE SHALL BE MADE.**
2. Organizations who fail to turn in Appendix and receipts to prove purchases will not have those purchases counted toward their total amount submitted for reimbursement. If no Appendix accompanies the entirety of receipts, the group shall be disqualified from receiving Allocations that semester.
3. If receipts turned in do not match the total amount requested on the Appendix, the groups amount requested shall be reduced to match the actual amount totaled in the receipts submitted.

Failure to Claim Allocations Funding Within Allotted Time

1. Claiming Allocations simply means turning in receipts and all of the necessary appendix pages by the deadlines, which have been set in this handbook.
2. No registered student organization shall be allowed to claim Allocations after the allotted time frame specified within the Allocations Handbook. **NO EXCEPTIONS TO THIS RULE SHALL BE MADE.**
3. Student organizations failing to make the proper claims within the allotted time shall forfeit all funding for any events or expenditures for that Allocations period.

Allocations Checklist

This checklist has been provided to assist you with the Allocations process. It is still the organization's responsibility to have read the Allocations Handbook and be familiar with its contents.

- ☐ Registered with Campus Activities; active status on Gorilla Engage.
- ☐ Confirmed organizational account with the PSU Business Office not shared with any other organizations/departments
 - Advisor or Business Office can provide this number, which will be needed to complete the Appendix
 - Number will most likely begin with 1844.3606XXX
- ☐ Submit Appendix – *available on SGA's Gorilla Engage page under Forms*
 - This is a separate form from the Quiz; both must be completed
 - DUE: Friday, February 4th, 2022
- ☐ Complete Quiz – *available on SGA's Gorilla Engage page under Forms*
 - Must achieve at least an 80%
 - This is a separate form from the Appendix; both must be completed
 - DUE: Friday, February 4th, 2022

IF THE ABOVE STEPS ARE NOT COMPLETED ON TIME, YOU WILL NOT ADVANCE TO THE NEXT SET OF ITEMS.

- ☐ Receive communication from SGA Chief of Operations regarding presentation information
 - Details regarding what should be covered and how/when to submit will be included
 - Failure to receive communication due to incorrect email(s) provided by the organization are not SGA's responsibility
- ☐ Submit Presentation & receipts
 - Receipts must be submitted electronically as a single file
 - It is encouraged not to wait until the last day, especially if you will need assistance submitting
 - **Only items covered in the presentation AND covered by included receipts will be considered for reimbursement**
 - DUE: Wednesday, February 9th, 2022

After presentations are submitted, the Finance Committee will assess them and make recommendations to SGA Senate. Senate will discuss and vote on the recommendations over two meeting periods. Unless additional information is needed or the organization's presence is requested, your organization does not have to be present for these meetings.

- ☐ Receive Allocations amount notification
 - Amounts will be sent via email from the Chief of Operations and posted on SGA's Engage page
- ☐ Check account for receipt of funds
 - Allow at least 10 business days from the time amounts are announced for processing/deposit into organization's account

Chief of Operations email: sga_ops@pittstate.edu

SGA Gorilla Engage page (must be logged in to access Forms):

<https://pittstate.campuslabs.com/engage/organization/sga>